



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I*

\$4,520 - \$5,453

**PRODUCER LICENSING BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under direction of the Producer Licensing Bureau Chief, the Staff Services Manager (SSM) I oversees the operation of the Producer Licensing processing, examination, and inquiry functions; supervises the development and analysis of performance measurement data and other workload information; monitors operational effectiveness, efficiency, and customer services provided to the public; participates and at time takes the leadership role in several workgroups and task forces, specific to Producer Licensing issues; assists with the development of proposed Budget Change Proposals and requests for legislative or regulation changes; conducts the most sensitive and critical assignments; and reallocates resources as required to meet the program objectives.

DESIRABLE QUALIFICATIONS:

- Strong analytical and problem solving skills.
- Ability to take initiative and work independently.
- Excellent interpersonal skills and demonstrate ability to develop effective working relationships with the public and Departmental employees
- Excellent communication skills, both verbal and written.
- Ability to give effective oral presentations to high level staff.
- Ability to identify solution and propose plans to achieve proper objectives.
- General knowledge of the insurance industry and the Department's operations and mission.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, and reinstatement) on the State application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SSMI, #145-4800-001" on the State application.** For additional information, please call (916) 492-3418.

FINAL FILING DATE: May 18, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

***PENDING THE DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

sp05/08/01